

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

CEA A, Branch Chief

POSITION NUMBER:

800-665-7500-001

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Contracts

SUPERVISOR'S NAME:

Karen Dickerson

SUPERVISOR'S CLASS:

CEA B, Deputy Director

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Two Staff Services Manager III

Total number of positions for which this position is responsible: 56

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Contracts and Purchasing Branch (CPB) is comprised of two bureaus- Purchasing and Information Technology Acquisitions Bureau, and Non IT-Contracts and Purchasing Bureau. The Branch is responsible for providing statewide contract and procurement services to all departmental organizations and the California Health and Human Services Agency.

CONCEPT OF POSITION:

The Chief, Contract and Procurement Services Branch, has full responsibility for planning, developing, and implementing policies for department-wide support of contract services including: solicitation of bids, request for proposals/offer, Small Business/Disabled Veteran Business Enterprise (SB/DVBE) option, and non-competitive bids; and the development and execution of contracts including: Memorandums of Understanding, standard state contracts, interagency agreements, and intergovernmental agreements. Under the general direction of the Deputy Director, Administration, the Contracts and Purchasing Branch Chief is responsible for statewide policy development, planning, and implementation related to the contracts and purchasing on behalf of the DSS.

A. RESPONSIBILITIES OF POSITION:

30% Responsible for directing the operations of the Contracts and Purchasing Bureaus which manages over a thousand IT and Non-IT contracts for the Department and its over 50 statewide offices. Provides policy direction on sensitive contract matters with state entities such as the Legislature, Health and Human Services Agency, Governor's Office, Department of Finance and Department of General Services. Advises the Directorate and program managers on contract and procurement policies and assists in the development of internal policies with developing contract language. Ensures that the Department maintains the requisite controls and procedures consistent with control agency directives and is compliant with all policies regarding competitive bidding. Advises the Directorate, program managers, and the Labor Relations Office on sensitive personal services contracts.

25% Provides policy direction and oversight to all CDSS programs on IT and Non-IT contracting, contract management, grants, and procurement processes to ensure that all services are acquired and managed in compliance with federal and state laws, Department of General Services (DGS) contracting requirements and CDSS policies and guidelines. Personally reviews the most complex contracts and solicitation documents to ensure accuracy and completion.

20% Acts with full authority to resolve department-wide contracting problems by providing guidance and recommendations to CDSS Program leadership and management on routine and complex solicitations for services. and contract issues. Takes a proactive approach in helping CDSS programs find solutions to business needs by offering innovative contracting, grant or memorandum of understanding recommendations. Advises the Directorate and program managers on contract and procurement policies and assists in the development of internal policies with developing contract language. Ensures that the Department maintains the requisite controls and procedures consistent with control agency directives and is compliant with all policies regarding competitive bidding.

15% Provides executive level advice and consultation to the Deputy Director, Administration Division, as well as Executive Staff, regarding contract activities, and actively participating in the decision-making process by providing data driven recommendations regarding the CDSS contract processes. Builds cooperative working relationships internally with CDSS staff, and externally with control agency representatives and other business partners, to resolve contracting problems. Represents CDSS at meetings with control agencies and serves as primary liaison to DGS's Office of Legal Services regarding the status of contract approvals and legal issues concerning contracts.

10% Leads staff in the development and implementation of continuous improvement efforts for contract services via process redesign and/or elimination of non-value-added activities. Provides oversight of the development and dissemination of departmental resources for contracting services including training materials, boilerplate language, guides, references and templates. Plans, organizes, directs, and provides managerial review of the work performed by staff in Contract and Procurement Services Branch through weekly bureau chief staff meetings, one-on-one conversations, and status reports. Develops unit goals, strategic and operational plans, and objectives to meet organizational objectives. Provides leadership, training, and management oversight to all Contract and Procurement Services Branch staff.

B. SUPERVISION RECEIVED:

The Branch Chief reports directly to the Deputy Director of Administration.

C. ADMINISTRATIVE RESPONSIBILITY:

The Branch Chief provides planning, policy direction and goals for the C&P Services Branch.

D. PERSONAL CONTACTS:

The Branch Chief has frequent contact with the Department's executive staff, the California Health and Human Services Agency, the Legislative Office, control agencies, DGS Office of Legal Services, and the County Welfare Directors Association. The Branch Chief must communicate effectively and develop effective working relationships with all partners.

E. ACTIONS AND CONSEQUENCES:

The Branch Chief is responsible for ensuring that internal controls are followed in all Departmental contract and procurement activity. Failure to use good judgment in managing contract processes could result in delayed program implementation, delayed funding to support critical services such as Food Banks, child care, and immigration supportive services. Contract delays in services related to pandemic or disaster response can be life threatening. Inability to implement the Governor's priorities timely can result in homelessness for many needy California's. Services at our State's border rely on our ability to execute contracts with providers for essential sheltering, translation and resettlement services. Failure to meet the unique needs of these programs can result in children and families going hungry and unhoused.

F. OTHER INFORMATION:

The Branch Chief must have good interpersonal and communication skills. They also must have strong leadership and management skill with emphasis on the ability to think strategically. The Branch Chief represents the C&P Services Branch and must be customer service oriented, innovative, sound negotiator, and ensure compliance with all contract and statutory time frames.